

Belgium (Schengen) Business Visa Checklist

You may contact Mr. Sanjai Sharma, Rayhan Holidays LLP, for visa processing.

Mr. Sanjai Sharma
Visa Consultant
Rayhan Holidays LLP
9839099903 | lkorhl.03@gmail.com

Travels has provided us following checklist for the Schengen visa.

Required documents:

1. National passport with a validity of at least 6 months after the end of the planned journey
2. Completed and signed application form with 4 recent color photographs (5x3cm) with a white background glued on the application form.
3. A copy of the identity page of your passport and a copy of the most recent Schengen visa with stamps
4. Invitation letter from the Belgian Company stating the exact purpose and period of the visit
5. Hotel reservation for the total duration of the stay in Belgium
6. NOC - Confirmation letter of the company in India explaining the purpose and duration of the journey and the guarantee to cover all costs that may arise during the stay in Belgium
7. Proof of financial means like recent
 - 3-month bank statements signed and Stamp by the Bank
 - Last 3 Years Income Tax Acknowledge page income tax papers,
 - Last three months 3 last salary slips.
 - Employment ID Card
8. Cover Letter from the Applicant
9. Sponsorship Letter – from the Company /institution organizing the trip with an Annexure list of Participants.
10. Copy of travel insurance valid in Belgium (and other Schengen countries), coverage minimum 30.000 Euro or equivalent amount in Rupees.
11. Copy of flight ticket reservation.

Attention! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)

This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

Remarks:

1. Submission of your old passport with previous trips can be useful for decision (maximum of 2 passports in total).
2. Additional documents, even if not featured in the list above, may be required by the Embassy.
3. You should submit your application a minimum of **1 month before** the foreseen travel date.
4. You can submit your application at the earliest three months before your planned visit.
5. The visa fee is non-refundable if the visa is denied.
6. A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.

Note – All the documents are required in 2 sets and A4 Size Paper.

Jurisdiction to applyEmbassy in New Delhi:

Jurisdiction: Means below state-issued passports visa will be applied in New Delhi Consular constituency

India: States of Assam, Bihar, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttaranchal, Uttar Pradesh and West Bengal; Territories of Andaman and Nicobar and Chandigarh.

Consulate General in Mumbai:

Jurisdiction and consular constituency: Means below state-issued passports visa will be applied in Mumbai

Indian States of Andhra Pradesh, Chhattisgarh, Goa, Gujarat, Karnataka, Kerala, Maharashtra, Madhya Pradesh, Orissa, Tamil Nadu, Telangana, Territories of Daman and Diu, Dadra and Nagar Haveli, Puducherry

Important: *Make an appointment at the Belgium VFS after completing and submitting the online application.*

Visa appointments cost 2263/- per person and are non-refundable.

Kindly Note: Apart from the above checklist, the embassy / High Commission can ask for any other additional documents and call for an interview if they feel the charges must be borne by the applicant himself. It's their discretion to grant or refuse a visa and the paid visa will not be refunded. We are just a service provider Company; we cannot be held liable for non-issuance or late issuance of visas by Embassies/consulates.